

CUMBERLAND MOUNTAIN COMMUNITY SERVICE BOARD'S VEHICLE AND DRIVER SAFETY POLICY

The purpose of this policy is to ensure the safety of our employees and individuals receiving services. Vehicle accidents are costly to our agency, but more importantly, they may result in injury to the employee and to others. As a driver, it is the employee's responsibility to operate a vehicle, either his/her own vehicle or an agency vehicle, in a safe manner and to drive defensively to prevent injuries and property damage. As such, CMCSB endorses all applicable state motor vehicle regulations, and CMCSB's insurance regulations, relating to driver responsibility. CMCSB expects each employee to drive in a safe and courteous manner pursuant to the following safety rules. The attitude taken when behind the wheel is the single most important factor in driving safely.

GENERAL RULES

- Agency vehicles are to be driven by authorized CMCSB employees only.
- All drivers must hold a current, valid driver's license (or valid CDL license when applicable).
- All persons should be seated and belted before the vehicle is placed in motion.
- Cell phones should not be used when driving. If there is a need to make or receive an agency-related phone call, the vehicle should be pulled over to the side of the road before making or answering the call.
- All drivers are strictly prohibited from texting while driving.
- No smoking or use of tobacco products is allowed in agency vehicles.
- No unauthorized personnel (e.g. Hitch-hikers, unauthorized family members, etc.) are allowed to ride in agency vehicles.
- Drivers are responsible for the security of agency vehicles assigned to them.
- Drivers must obey posted speed limits and all other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations.
- Employees will be provided information on driving responsibilities upon hire or transfer to each position.
- Department of Motor Vehicle records will be ordered periodically to assess each employee's ability to drive agency vehicles or transport individuals receiving services. An unfavorable record will result in a loss of the privilege of driving an agency vehicle and may jeopardize your employment with CMCSB.

DRIVER ELIIGIBILITY

Drivers must be licensed for a minimum of two (2) years prior to assuming driving responsibilities for CMCSB.

TYPE "A" VIOLATIONS: During the course of employment, any **EMPLOYEE** who receives a **Type "A" Violation** (as defined below) will have all driving privileges suspended for a period of **five (5) years**. However, please note that such violations may also lead to disciplinary action, up to and including termination of employment. CMCSB does not guarantee the transfer of an employee to a non-driving position. Therefore, employment may be terminated due to this violation.

Individuals **APPLYING** for employment with CMCSB are also subject to restriction for all Type "A" Violations. **Five (5) years** must have elapsed from the date of Type A Violation conviction before an applicant can be considered for employment in a driving position.

Type A Violations Include:

- Driving While Intoxicated or Driving Under the Influence of Alcohol or Drugs (DWI, DUI)
- Negligent Homicide Arising out of the Use of a Motor Vehicle (Gross Negligence)
- Operating During a Period of Suspension or Revocation (in cases of suspension due to insurance monitoring, CMCSB will consider all factors and timeframes in determining driving restrictions)
- Using a Motor Vehicle for the Commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (Grand Theft)
- Permitting an Unlicensed Person to Drive
- Speed Contest (Racing)
- Hit and Run (Bodily Injury or Property Damage)

TYPE "B" VIOLATIONS: During the course of employment, any **EMPLOYEE** who receives a **Type "B" Violation** (as defined below) will have all driving privileges suspended for three (3) years from the date of the conviction for the offense. However, please note that such violations may also lead to disciplinary action, up to and including termination of employment. CMCSB does not guarantee the transfer of an employee to a non-driving position. Therefore, employment may be terminated due to these violations.

Individuals **APPLYING** for employment with CMCSB are also subject to restriction for all Type "B" Violations.

Type "B Violations Include:

- All moving violations not listed as Type "A" Violations, such as:
- Speeding, Failure to Stop at a Stop Sign, Failure to Stop at a Red Light, etc. (This list is not all inclusive. Other moving violations will be considered.)
- Non-moving violations that occur within a three-year period will also be considered if there appears to be an ongoing pattern of offenses.

The following criteria will be used to determine if an employee will remain in a driving position, or if an applicant for employment will be considered for hire in a driving position. Restriction will occur when the driving record reveals:

- One (1) reckless driving conviction in the last 3 years.
- Three (3) or more accidents in the last 3 years. Accidents that result in a ticket will be considered one offense. During a driving record review, CMCSB will determine whether accidents on the record are fault or no-fault accidents. In addition, the number of accidents (regardless of fault) will be considered in determining if an employee is eligible to continue driving privileges or whether an applicant for employment can be considered for hire. CMCSB's Executive Director will make the final determination as to employee/applicant driving privileges.
- Three (3) or more type 'B' violations in the last 3 years.
- Any combination of accidents (as described above) and type 'B' violations which equal three (3) or more in the last 3 years.